

The

INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



Improvements in Family-Medical Leave Policy

The family-medical leave policy has been revised as part of our efforts to streamline processes and procedures. The changes will ensure that our procedures for administering family-medical leave are properly balanced with the demands of running state government.

The Family and Medical Leave Act of 1993 provides employees leave because of the birth of a child and to care for the newborn child, because of placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition or because the employee's own serious health condition make the employee unable to perform the essential functions of his/her job.

There are four (4) major changes in the Family-Medical Leave Policy: (1) the twelve (12)-month period for calculating the leave entitlement is changing from a rolling period to a **fiscal year**; (2) employees will not be eligible for family-medical leave (FML) until they meet the federal requirements of **twelve (12) months employment and 1250 hours of actual work in the twelve months immediately preceding the need for FML**; (3) **all accrued sick leave** will be used concurrently with FML if the reason for the FML is the serious health condition of the employee, spouse, child, or parent who resides with and is dependent upon the employee for care and support; and (4) advance notice for

foreseeable absences, such as appointments and treatments, will be **thirty (30) days** instead of fifteen (15) days.

The change to a fiscal year will greatly reduce the amount of time spent by agencies in calculating the constantly changing amount of leave each employee has by resetting the balance each fiscal year on July 1. This should improve our ability to track usage and accurately report the impact of family-medical leave on our operations. The changes in eligibility requirements and length of advance notice bring Indiana in line with the federal requirements and the practices of other states. Requiring use of all accrued sick leave for FML absences related to the serious health condition of the employee, spouse, child, or parent who resides with and is dependent upon the employee for care and support prior to unpaid FML will improve the economic situation of employees by maintaining their income through the use of paid accrued leave. Employees who do not have sick leave, or who exhaust their sick leave prior to using the full twelve (12)-week FML entitlement, may use vacation or personal leave in conjunction with FML.

These changes were implemented on **MAY 1, 2005**. Employees received notice with their pay checks explaining the changing time period for calculating FML. If you have additional questions, please review the information at www.IN.gov/jobs/employeerelations click "Family-Medical Leave" or contact your Agency Human Resources Office.

Department of Environmental Management Seeking Nominations for the 2005 Governor's Awards for Environmental Excellence

The Indiana Department of Environmental Management (IDEM), in cooperation with the Lieutenant Governor's Office of Energy Policy, the Indiana Department of Administration, and the Indiana Department of Natural Resources, is seeking nominations for the 2005 Governor's Awards for Environmental Excellence. These awards recognize Indiana's leaders who have implemented outstanding environmental strategies into their operations and decision-making processes. By seeking out and utilizing innovative environmental practices, facilities/programs reduce waste, save money, and contribute greatly to Indiana's environmental protection efforts, as well as benefit the health and welfare of Indiana's communities and the state as a whole.

The Governor's Awards are open to all Indiana facilities, state and local units of government, individuals, and technical assistance organizations that operate or support environmental protection efforts of outstanding quality.

Nominations must be **RECEIVED (not postmarked)** in IDEM no later than 5:00 p.m. on Tuesday, May 31, 2005. Late nominations will not be accepted.

For information on eligibility requirements, past award recipients, how to complete and submit a nomination, and the selection process for award recipients, visit www.in.gov/idem/oppta/govawards.

Country, Pop, Rock, Storytelling All Coming to Indiana State Fair

From country music superstar Alan Jackson to Grammy Award-winning storyteller Garrison Keillor, the Indiana State Fair Marsh Grandstand will have entertainment for everyone during its annual 12-day run August 10 – 21.

Ticket prices for the following performers include State Fair admission:

Coors Light presents Rascal Flatts with special guest Blake Shelton

Aug. 11 – 7:30 p.m. Once again a finalist for the Academy of Country Music Awards' Top Vocal Group of the Year, Rascal Flatts has quickly established itself as one of the hottest acts in country music. Newcomer Shelton is drawing comparisons to legends like Conway Twitty and Garth Brooks. Tickets are \$33.50 and \$41.

An Evening with Switchfoot

Aug. 16 – 7:30 p.m. With more than 40 songs that have been used on television shows like "Dawson's Creek" and "Felicity," the San Diego group is now all over the radio with its current platinum album "The Beautiful Letdown," which includes the hit singles "Meant to Live" and "Dare You To Move." Tickets are \$29.50 and \$31.50.

"A Prairie Home Companion" – The Rhubarb Tour with Garrison Keillor

Aug. 17 – 7:30 p.m. Keillor's broadcasts of humorous storylines about the fictional town of Lake Wobegon, complete with imaginary sponsors, have been entertaining audiences since 1974.

What began in Minnesota before a live audience of 12 people now reaches almost four million listeners on more than 500 public radio stations each week. Tickets are \$25 and \$30.

Clay Aiken

Aug. 18 – 7:30 p.m. Still riding high from his "American Idol" debut a couple years ago, the former North Carolina schoolteacher's debut single "This Is The Night" went all the way to Number One on Billboard's "Hot 100" and finished 2003 as the best-selling single of the year. Tickets are \$30 and \$35.

Alan Jackson with special guest The Wrights

Aug. 19 – 7:30 p.m. A three-time Country Music Association Entertainer of the Year, Jackson has a string of 31 chart-topping country hits to his credit. The husband and wife duo of Adam and Shannon Wright have found success with their debut single "Down This Road." Tickets are \$44 and \$48.

Keith Urban with special guest The Warren Brothers

Aug. 21 – 7 p.m. A finalist for the ACM Entertainer of the Year and Top Male Vocalist awards, Urban has collected four Number One and eight Top Five hits. The Warren Brothers are a finalist for the ACM Top Vocal Duo award. Tickets are \$33.50 and \$41.


Tickets for all shows are now on sale at the State Fairgrounds' Pepsi Coliseum box office and all Ticketmaster locations. They can also be purchased over the phone by calling the box office at (317) 927-1482 or Ticketmaster charge-by-phone at (317) 239-5151 or online at www.ticketmaster.com.

UPK Makes PeopleSoft Training for HR Staff More User-Friendly

Agency Human Resources (HR) staff members may take advantage of the PeopleSoft HR training opportunities provided by the State Personnel Department (SPD). Recently, SPD and GMIS have invested in the PeopleSoft User Productivity Kit (UPK). The UPK allows employees to receive on-the-job training for tasks commonly executed in the program. Training manuals have been developed from the UPK and are presented in a step-by-step format that is geared toward the end-user.

Since unveiling the UPK during the PeopleSoft upgrade, users have responded favorably and are grateful that the State of Indiana has invested in this resource. One user commented that "the course was informative and the instructor was very knowledgeable of the material. The tutorial helped to make entering data more understandable." Another user said, "The manual is easy to follow, and the UPK is so helpful!"

PeopleSoft HR training information can be accessed on the State Personnel training web site at www.in.gov/jobs/training&development/pstrain.html. New sessions for May have recently been added. Please visit the web site for more information.



Children born to women who smoked during pregnancy were hospitalized more days during the first 5 years of life than children born to women who didn't smoke.

SOURCE: Petrou et al. "The association between smoking during pregnancy and hospital inpatient costs in childhood." Soc Sci Med. March 2005;60(5):1071-85.

Visit www.WhiteLies.tv to find out more.

2004 - 2005 State Employees' Community Campaign Top 25!!

Per Capita

| | |
|---|----------|
| Environmental Adjudication | \$403.00 |
| State Personnel Department | \$348.00 |
| Commission on Community Service | \$324.11 |
| Indiana Housing Finance Authority | \$320.57 |
| State Ethics Commission | \$278.62 |
| Business Modernization & Technology Corp. | \$259.45 |
| Indiana Historical Bureau | \$250.38 |
| Indiana Tax Court | \$244.40 |
| Commission on Proprietary Education | \$236.70 |
| White River State Park Dev. Commission | \$225.09 |
| Department of Financial Institutions | \$208.93 |
| Human Resource Investment Council | \$195.00 |
| Commission on Higher Education | \$171.05 |
| Indiana Department of Commerce | \$157.82 |
| Office of the Public Defender | \$155.37 |
| Legislative Services Agency | \$146.74 |
| Indiana Development Finance Authority | \$146.67 |
| Indiana Utility Regulatory Commission | \$137.51 |
| Teachers' Retirement Fund | \$130.65 |
| Tobacco Prevention & Cessation Agency | \$130.00 |
| Information Technology Oversight Comm./DoIT | \$125.33 |
| Health Professions Bureau | \$122.07 |
| Education Employment Relations Board | \$121.33 |
| Office of Utility Consumer Counselor | \$119.04 |
| Department of Veteran's Affairs | \$115.23 |

Percent Increase

| | |
|--|--------|
| Environmental Adjudication | 520.0% |
| Henryville Correctional Facility | 221.2% |
| Indiana House of Representatives | 198.7% |
| Bloomington Juvenile Correctional Facility | 176.3% |
| Pendleton Juvenile Correctional Facility | 172.1% |
| Health Professions Bureau | 140.0% |
| Logansport Juvenile Intake/Diagnostic Facility | 124.0% |
| Commission on Proprietary Education | 108.5% |
| South Bend Work Release Center | 80.4% |
| Indiana Development Finance Authority | 76.2% |
| Edinburgh Correctional Facility | 74.9% |
| Fort Wayne Juvenile Correctional Facility | 72.0% |
| State Emergency Management Agency | 60.2% |
| Indiana State Senate | 55.9% |
| Arts Commission | 54.8% |
| Department of Local Government Finance | 53.4% |
| Tobacco Prevention & Cessation Agency | 47.7% |
| Integrated Public Safety Commission | 46.7% |
| Criminal Justice Institute | 43.2% |
| Wabash Valley Correctional Facility | 42.3% |
| Silvercrest Children's Development Center | 41.4% |
| Clerk of Supreme & Appellate Court | 39.4% |
| Department of Administration | 36.9% |
| Indianapolis Juvenile Correctional Facility | 36.5% |
| Lakeside Correctional Facility | 36.2% |

2004 - 2005 SECC Awards Ceremony

The 2004-2005 State Employees' Community Campaign (SECC) Awards Ceremony was held on Tuesday, April 26, 2005 at the State House in Indianapolis. The event was held to thank Agency SECC Coordinators for their help in exceeding the goal for 2004 - 2005. State employees raised over \$1.2 million for over 1,300 charities. This was the most successful campaign in the history of the SECC!

In all, 69 agencies received per-capita awards from Director of the State Personnel Department, Debra Minott. In addition, 82 agencies received an award for achieving a 3% increase over what they raised during the 2003-2004 campaign. Kristen Kelley, Health Professions Bureau, received the Director's Award, an award presented to the Coordinator that went above and beyond to raise funds for the SECC.

Andie Marshall, Executive Director from Prevent Child Abuse, Indiana, and Roger Frick, President of the Indiana Association of United Ways, were in attendance to thank employees on behalf of the charitable organizations who benefited through the SECC.

Happy Mother's Day!



Artwork by Jerry Williams, State Personnel Department.

Do you have a work of art of the Interchange?

Submissions can be sent to:

State Personnel Department, Special Projects, 402 West Washington, Room W161, Indianapolis, Indiana 46240

TRAINING PROGRAMS

June 2005

| Date | Time | Class | Cost |
|------|---------------|--|------|
| 2 | 8:00 - 4:30 | Statewide Compliance Conference** | \$30 |
| 7 | 9:00 - 3:00 | CERT** Review Session (Restricted enrollment) | Free |
| 8 | 9:00 - 12:00 | Short/Long Term Disability Worker's Compensation | Free |
| 8 | 10:00 - 11:00 | Ethics Orientation | Free |
| 9 | 9:00 - 12:00 | Selection & Interviewing | Free |
| 9 | 10:00 - 11:30 | Ethics for Supervisors/Managers | Free |
| 15 | 10:00 - 11:30 | PERF: Your Retirement Program | Free |
| 15 | 1:00 - 3:30 | Hoosier S.T.A.R.T. "The Well-Balanced Investor" | Free |
| 21 | 8:30 - 1:00 | Driver Improvement Program | Free |

NOTE: All classes will be held in the State Training Center except where noted.

**These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

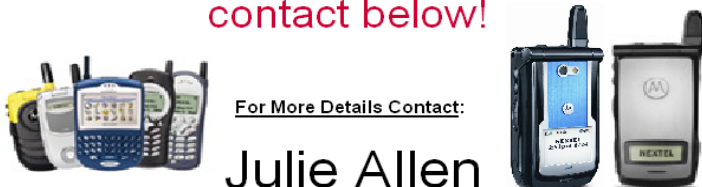
For more information or to register, you will need to contact your agency training contact person (ATCP).

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